

Catawba County Emergency Medical Services Standard Operating Guidelines

Hiring Procedures

A position vacancy exists.

EMS Administration updates job description (as needed) before advertising.

EMS Administration sends written notification to Recruitment Analyst to advertise job.

EMS Administration proofs final job ad to ensure it is accurate before Recruitment Analyst posts job.

EMS Administration advises Recruitment Analyst regarding recommended methods of advertising (newspapers, minority or specialty publications, "County Lines", etc.)

EMS Administration develops structured interview questions and plans interview content (i.e., provides copy of job description, information about organization structure, expectations of the job, benefits, etc.)

If EMS Administration elects to conduct other pre-employment testing (i.e., in-basket exercise, skills analysis exercise, etc.), these tests are approved by Personnel prior to testing.

EMS Administration reviews applications and promptly schedules interviews.

After interviews are completed, EMS Administration completes 2-3 reference checks on top candidate(s). One of the references needs to be candidate's current or most recent supervisor. For references on internal candidates, EMS Administration contacts Personnel Director or Assistant Director.

EMS Administration confirms salary, contacts final candidate and makes verbal conditional offer.

EMS Administration contacts final candidate to complete and sign "Conditional Offer of Employment" and "Consent for Drug and Alcohol Screening Tests". Completed forms are sent to the Personnel Technician.

EMS Administration instructs candidate to go to Employee Health Connection (Govt. Center) for drug screening. Candidate must take copy of drug consent form. If candidate cannot go within the defined timeframe, EMS Administration contacts Personnel Director or Assistant Director.

EMS Administration instructs candidate to go to Employee Health Connection for DOT physical and schedules essential functions testing.

EMS Administration notifies all external applicants interviewed but not selected. This is done within three (3) working days of the "ok to hire". External applicants are mailed a rejection letter by EMS Administration. As an optional courtesy, EMS Administration may also notify applicant(s) via telephone.

EMS Administration notifies all internal applicants interviewed but not selected. This is done within three (3) working days of the "ok to hire". All internal applicants must be contacted by EMS Administration via telephone or in person.

Hiring paperwork is sent to Personnel Specialist. This is done after the "ok to hire" is sent by Personnel Dept. to the hiring dept. Required paperwork includes:

- Copy of social security card
- Direct deposit form w/voided check
- Employee data sheet
- Employment application
- Federal and state tax forms
- I-9 w/copies of required forms of ID
- Interview guides
- Original signed hire letter
- Personnel action form
- Reference check forms (2-3)

EMS Administration completes Equal Employment Opportunity (EEO) Report for candidate selected and all applicants interviewed but not selected.

Final paperwork is sent to Recruitment Analyst within one week of "ok to hire". Required paperwork includes:

- Applications of candidates not hired
- Copies of all rejection letters sent by the dept.
- EEO Report
- Interview guides

4/7/06 – BDB